

**USE AND MAINTENANCE OF THE WEST AREA RECREATION FACILITY
(PICNIC GROUNDS)
Lewis Research Center**

Sponsors of an activity must observe the rules regarding admission and conduct of participants. They are accountable for the conduct of all participants and may be held responsible for any damages incurred. Sponsors must also observe the rules regarding use of facilities. They must assure that the facility is secured at the end of the activity and that it is restored to original condition.

GENERAL INFORMATION

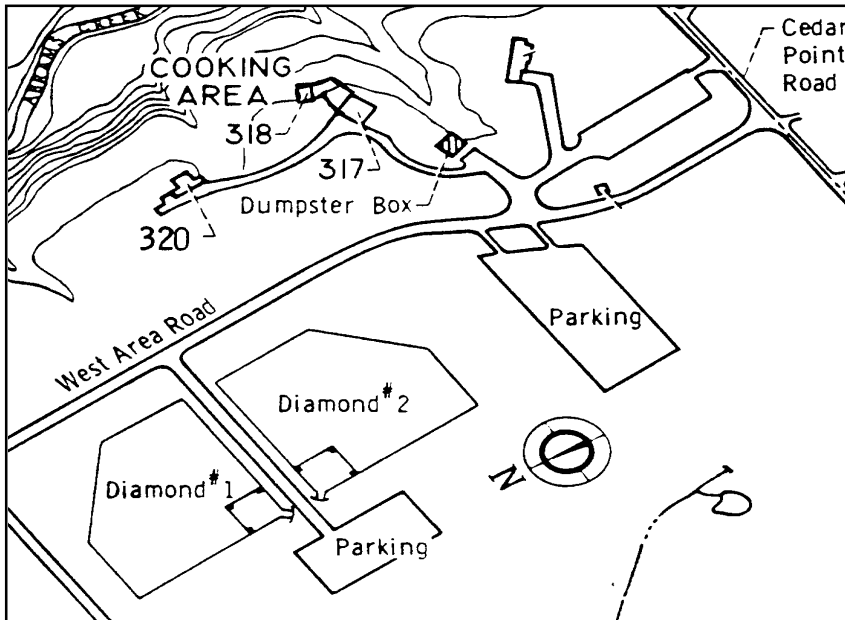
1. Submit list of names of all immediate family members, escorts, and guests, indicating citizenship of each, to the Main Gate, Mail Stop 108-1, **at least three working days before activity**.
2. Closing times are 12 midnight for activities scheduled on Sunday through Thursday, and 1 a.m. for activities scheduled on Friday or Saturday.
3. **Keys must be picked up** at the Main Gate for refrigerators, ice machine, and equipment storage room. Keys must be returned to Main Gate.
4. Controls for sound equipment are located on the wall outside of the sound room; key to sound room is **not** available.
5. Children are restricted to the Picnic area; **use of the Day Care Center (Lewis Little Folks) playground is strictly prohibited**.
6. The NASA Softball League has priority for use of the ball diamonds. The NASA Volleyball Club has priority for use of the volleyball court every Wednesday evening. After 3 p.m. (with the exception of Wednesday evening) the volleyball court is available for use. Participants must supply their own sports equipment.

FACILITY MAINTENANCE

1. Refuse containers are located on the facility grounds. All refuse must be put into trash containers, and the Picnic Grounds and adjoining area are to be kept free of litter. Coffee grounds are to be placed in a trash container and not in the serving bar sink.
2. At the end of activity, **sponsors are responsible for securing the structures and equipment, and for cleanup** of the area. The sponsors will ensure the following :
 - a. Clean the serving bar and cooking area and perform any other cleanup tasks necessary to restore the facility to its original condition.

- b. Remove decorations, utensils, or other items that were brought to the facility.
- c. Turn off all gas control knobs and main shut-off valve.
- d. Check utilities used, turn off all water faucets, shut off electric light switches, and unplug any items such as corn cooker and warmer.
- e. Lock refrigerators, equipment storage room, and ice machine.
- f. Empty trash containers into dumpster located at the entrance to Picnic Grounds.
- g. Conduct a final inspection to ensure that the facility has been cleaned up and secured.
- h. Report any problems or equipment malfunctions to the Building Manager (433-3121) on the succeeding workday or to the Main Gate Guard if the problem or malfunction requires immediate attention.

PICNIC GROUNDS DIAGRAM



No.	Structure
320	Comfort Station
317	Recreation Shelter (Pavilion, Storage Room, Sound Room, and Fireplace)
318	Recreation Services Bldg. (Walk-In/Reach-In Cooler, Serving Bar, and Grills)